



# NFC

## Procedures



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

February 1994

# Purchase Order Online Inquiry System (PRCHINQ) (RD and FSA)

TITLE VI  
Systems Access Manual

CHAPTER 7  
Procurement And Other Payments

SECTION 3  
Purchase Order Online Inquiry System

**Systems Access Manual  
Procurement And Other Payments  
Purchase Order Online Inquiry System  
(For RD and FSA)**

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\* This activity is not displayed on the Activity Menu as it can only be accessed through the Obligation Details Inquiry task.

\*\* This activity is not displayed on the Activity Menu as it can only be accessed through the Paid Invoice Inquiry task.

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## System Overview And Access

Purchase Order Online Inquiry System (PRCHINQ) is an online menu-driven system of the U.S. Department of Agriculture. PRCHINQ provides Farmers Home Administration (FmHA) with the capability to query Type 60 purchase order records (AD-838, FmHA 838-B, and invoice) stored at the Office of Finance and Management's National Finance Center (OFM/NFC). This is accomplished through the Customer Information Control System (CICS) software package. These records contain obligation and invoice data for contractual and noncontractual services.

This procedure provides detailed instructions for the user to gain access (sign-on) to the Purchase Order System and inquire into the AD-838 files.

### Remote Terminal Use

For specific information about security for systems access, individual user identification and password, use of master control and directional keys, see Title VI, Systems Access Manual, Chapter 2, Remote Site Usage, Section 1, Remote Terminal Usage.

For information about connecting to and disconnection from your telecommunications network, see instructions provided with your specific network.

### Sign-On

To access the PRCHINQ, connect to the mainframe at OFM/NFC through your telecommunications network.

After you are connected, the NFC banner screen (Figure 1) is displayed.

Respond to the prompts.

**1 Enter User ID** (required, alphanumeric field; max. of 8 positions). Key in your assigned user ID (e.g., **NF999**). Press [Tab].

**2 Password** (required, alphanumeric field; 6 to 8 positions). Key in your password. The first position must be an alpha character. Your password is not displayed on the screen. Press [Tab].

**3 New Password** (alphanumeric field; 6 to 8 positions). This field is required if your current password has expired and the system requests a new password. However, you may change your password at any time (once per day) by keying in a new password. The first position must be an alpha character. Your new password is not displayed on the screen. Press [Tab].

**Note:** The new password cannot be a password previously used.

**4 Enter Application Name** Key in PRCHINQ and press [Enter]. The message *Logon/sign on in Progress – Please Wait* is displayed, except when OFM/NFC needs to communicate special messages. In this case, the Electronic Access Bulletin Board is displayed. Read the message(s) shown and press [Enter].

```
=====
== 07/21/93          SNAMOD2          T3138E0D          PF1=HELP ==
=====
==              NN      NN      FFFFFFFF      CCCCCCCC ==
==             NNN      NN      FFFFFFFF      CCCCCCCC ==
==            NNNN      NN      FF          CC          ==
==           NN NN NN      FFFFFFFF      CC          ==
==          NN  NNNN      FFFFFFFF      CC          ==
==         NN   NNN      FF          CCCCCCCC ==
==        NN    NN      FF          CCCCCCCC ==
==       =====
==              National Finance Center
==             Office of the Chief Financial Officer
==            United States Department of Agriculture
==           =====
==              For Authorized Use Only
==
== ENTER USER ID = 1          PASSWORD = 2          NEW PASSWORD = 3
==
== ENTER APPLICATION NAME = 4          OR PRESS ENTER FOR MENU
==
=====
```

Figure 1. NFC Banner Screen

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When the logon/signon process is completed, the Purchase Order (PRCH) Remote Inquiry Signon (PORO) screen (**Figure 2**) is displayed.

Respond to the prompt.

**5** **Enter Your Agency Code.** Key in the 2-digit agency code *07* and press [Enter].

The Purchase Order (PRCH) Remote Inquiry Signon (POAE) screen (**Figure 3**) is displayed.

Respond to the prompt.

**6** **Inquiry Type.** Key in *C* and press [Enter].

The FMHA Contracts Remote Inquiry Signon (POCO) screen (**Figure 4**) is displayed.

**Note:** Entering a *P* will take you to the Type 40 purchase orders.

The screenshot shows the PORO screen with the following text: PORO, NATIONAL FINANCE CENTER, PURCHASE ORDER (PRCH) REMOTE INQUIRY SIGNON, DATE: 12/07/93, TIME: 07:54 AM. The prompt 'ENTER YOUR AGENCY CODE:' is followed by a box containing the number 5. At the bottom, it says 'CLEAR = EXIT' and 'ENTER = PROCESS'.

**Figure 2. PORO Screen**

The screenshot shows the POAE screen with the following text: POAE, NATIONAL FINANCE CENTER, PURCHASE ORDER (PRCH) REMOTE INQUIRY SIGNON, DATE: 12/07/93, TIME: 07:54 AM. The prompt 'INQUIRY TYPE: C' is followed by a box containing the letter C. Below the prompt, it says '(C = CONTRACTOR, P = PURCHASING)'. At the bottom, it says 'CLEAR = EXIT' and 'ENTER = PROCESS'.

**Figure 3. POAE Screen**

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Respond to the prompt.

**7 Enter Your State Code.** Key in the 2-digit state code responsible for controlling the funds and press [Enter].

The Activity Menu (POCM) screen (**Figure 5**) is displayed.

### Sign-Off

To exit PRCHINQ at any screen, press the [Clear] key. The message *CSSF/Logoff or Enter Task ID* is displayed. Press [Clear] and key in *bye* or *logoff*. You are disconnected from the Purchase Online Inquiry but are still connected to the mainframe at OFM/NFC.

To disconnect from the mainframe, press [PF11] or a compatible function key. The NFC banner screen (**Figure 1**) is displayed. To avoid unnecessary charges, disconnect from the telecommunications network immediately once a session is terminated. If you do not intentionally disconnect from the mainframe, you are automatically disconnected from the system after your terminal is inactive for a short time.

### Screen Prints

If you have an online printer, you can print any screen shown in this procedure. Display the screen on your monitor and press the Print key or the key that performs the screen print function on your terminal.

POCO	NATIONAL FINANCE CENTER FMHA CONTRACTS REMOTE INQUIRY SIGNON	DATE: 07/21/93 TIME: 07:55 AM
<p>ENTER YOUR STATE CODE: <span style="border: 1px solid black; padding: 0 5px;">7</span></p> <p style="margin-top: 100px;">CLEAR = EXIT                  ENTER = PROCESS</p>		

**Figure 4. POCO Screen**

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### Contacts At OFM/NFC

For questions about electronic access contact the Information Center, Financial Information Branch at **504-255-5230**. Address written communication to:

USDA, OFM, National Finance Center  
Attn: Information Center  
Financial Information Branch  
P.O. Box 60000  
New Orleans, LA 70160



**Prev Invoice or Scroll Backward.** Used to view the previous invoice or to scroll backward.

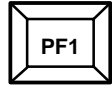


**Next Invoice or Next Page.** Used to view the next invoice following the current invoice following the current invoice or the next page of data.

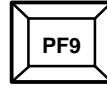
### Function (PF) Keys

Program function keys are commonly used to execute routine functions in the system. These keys are usually located on a separate pad across the top of the keyboard. Corresponding descriptions of applicable keys are displayed on system screens. The functions of some basic PF keys used in PRCHINQ are described below:

Key	Functions
-----	-----------



	<b>Menu.</b> Used to display the Activity Menu (Figure 5).
--	--



	<b>Vendor Info/Obligation Details/Paid Invoice Details.</b> Used to view other screens which provide vendor information, obligation details, and paid invoice details without having to return to the Activity Menu to select a Task ID or reenter the purchase order number.
--	---



	<b>Amendments/Update Cnty/Dist.</b> Used to view an amendment to a purchase order or to update the county/district code(s).
--	---



	<b>Invoice Summary.</b> Used to review the summary records of paid invoices.
--	--



	<b>Initialize.</b> Used to cancel screen data on the current record and reenter the required data.
--	--



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## Activity Menu

After accessing PRCHINQ, the Activity Menu (**Figure 5**) is displayed.

The Activity menu provides a list of inquiry tasks available to authorized FmHA users of the PRCH Online Inquiry program.

To select a task, key in the 2-digit Task ID and press [Enter].

The inquiry screen for the selected task is displayed.

**Note:** Some inquiry screens can be obtained without returning to the Activity Menu by keying in PO and the 2-digit task ID number in the upper left hand corner of the screen; e.g., you selected Task ID 60 and viewed screen PO60. Overtyping PO60 with PO61 and pressing [Enter]. The PO61 screen is displayed. For those screens that do not have this capability you must return to the Activity Menu (**Figure 5**).

POCM	AD-838 TYPE 60	DATE: 12/07/93 TIME: 07:55 AM
FARMERS HOME ADMINISTRATION ACTIVITY MENU		
TASK ID =====	TITLE =====	
60	OBLIGATION DETAILS INQUIRY	
61	AMENDMENT DETAIL INQUIRY	
62	PAID INVOICE INQUIRY	
64	PAID INVOICE SUMMARY	
65	REQUISITION MAIL CODES	
66	FUND CONTROL INQUIRY	
68	MAIL CODE, CNTY, DIST CODES	
72	MODIFICATION INQUIRY	
ENTER DESIRED TASK ID:		
CLEAR = EXIT      ENTER = OBTAIN REQUESTED TASK ID		

**Figure 5. Activity Menu**

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**Screen PO60, Type 60 Obligation Details Inquiry  
Screen PO67, Type 67 Obligation Details Address**

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#### Obligation Details Inquiry

Obligation Details Inquiry is Task ID 60 on the Activity Menu. This task is used to query detail data for a specific purchase order obligation.

To select this task, key in **60** at the Enter Desired Task ID prompt on the Activity Menu (**Figure 5**) and press [Enter]. The PO60, Type 60 Obligation Details Inquiry screen (**Figure 6**) is displayed.

Respond to the prompt.

**1 P/O Number.** Key in the purchase order number (Block 8 on the AD-838) beginning with **60** and press [Enter]. The PO60, Type 60 Obligation Details Inquiry screen (**Figure 6**), is displayed.

Following is a description of each field and the data generated on the PO60 screen:

**2 P/O Sub.** The code that indicates if screen data is the original purchase order data or that an amendment is being processed or has been processed. *00* indicates original data; *01*, *02*, etc. indicates the amendment number (e.g., *02* would indicate the second amendment).

*CN* indicates a canceled purchase order; *DA* indicates a correction to the seller's address. *DL*, *A9*, and *99* are in-house codes for OFM/NFC.

**3 Sub Cnt.** The most current amendment number (Block 9 on the AD-383).

**4 Batch Seq Number.** The tracking number assigned by the OFM/NFC mainframe after the purchase order data is transmitted and received at OFM/NFC. The first four positions identify the fiscal year and Julian date. The

fifth position is an alpha that indicates how the purchase order was submitted (*T*=transmit, *H*=hardcopy, or *z*=on-line). The remaining positions identify Agency 07 (FmHA) and the sequence number of the purchase order.

**5 Oblig Register.** The register number assigned by OFM/NFC. Identifies the job when the purchase order was processed.

**6 Orig Oblig Amt.** The original dollar amount obligated in Block 27 on the AD-838 purchase order.

**7 Curr Oblig Amt.** The dollar amount currently obligated. (The amount shown reflects all modifications made to the purchase order.)

**8 Entry Date.** The date the purchase order was entered in the system and transmitted and accepted at OFM/NFC.

**9 Status.** The status of the purchase order; blank=active, *P*=paid, *C*=canceled.

**10 Order Date.** The date shown in Block 4 on the AD-838 purchase order.

**11 Discount Terms.** The discount terms shown in Block 22 on the AD-838 purchase order.

**12 Net Days.** 30 days is displayed unless there were discount terms shown in Block 22 on the AD-838 purchase order.

**13 Contract Num.** The contract number entered in Block 3 on the AD-838 purchase order.

**Note:** If a Form 1099 was issued, the seller's EIN number or social security number is displayed on the screen above the Mail Cd field.

PO60		FARMERS HOME ADMINISTRATION				DATE: 07/21/93	
		TYPE 60 OBLIGATION DETAILS INQUIRY				TIME: 07:55 AM	
P/O NUMBER:	<b>1</b>	STATUS:		<b>9</b>			
P/O SUB:	<b>2</b>	ORDER DATE:		<b>10</b>			
SUB CNT:	<b>3</b>	DISCOUNT TERMS:		<b>11</b>			
BATCH SEQ NUMBER:	<b>4</b>	% DAYS			MAIL CD:	<b>14</b>	
OBLIG REGISTER:	<b>5</b>	% DAYS			AGENCY:	<b>15</b>	
ORIG OBLIG AMT:	<b>6</b>	% DAYS			STATION:	<b>16</b>	
CURR OBLIG AMT:	<b>7</b>	NET		<b>12</b>	COMM:	<b>17</b>	FUND:
ENTRY DATE:	<b>8</b>	CONTRACT NUM:		<b>13</b>	FSS:	<b>19</b>	SF281
						<b>20</b>	
LINE	PAC	FISCAL	QTY	UNIT	LINE	ACTION	STATUS
ITEM	CODE	YEAR		PRICE	AMOUNT	CODE	
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
CLEAR = EXIT		PF1 = PRCH MENU		PF9 = VENDOR INFO			
ENTER = INQUIRE		PF8 = NEXT PAGE		PF11= AMENDMENTS			

Figure 6. Type 60 Obligation Details Inquiry Screen

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**14 Mail Cd.** The mail code that identifies the state and county associated with the GSA Fedstrip Requisitioner Number.

**15 Agency.** The agency code for FmHA.

**16 Station.** The accounting station code for FmHA.

**17 Comm.** The commodity code, if applicable.

**18 Fund.** The fund code TH for FmHA.

**19 FSS.** The code that indicates if there was or was not a contract number on the AD-838 purchase order (**1** = contract, **0** = no contract).

**20 SF281.** The code that indicates the method of procurement and type of business. If noncontractual, the code 22 is displayed.

**21 Line Item.** The number for each line item entered on the AD-838 purchase order in Block 12.

**22 PAC Code.** The program authority code that combines with the Action Code for controlling funds (Block 29 on the AD-838).

**23 Fiscal Year.** The fiscal year the AD-838 purchase order was obligated.

**24 Qty.** The number of items ordered as shown in Block 27 on the AD-838.

**25 Unit Price.** The cost per item as shown in Block 19 on the AD-838.

**26 Line Amount.** The total dollar amount for each line item. Quantity (Block 17 on the AD-838) x Unit Price (Block 19 on the AD-838).

**27 Action Code.** The code that corresponds with the PAC Code; *A* (non-recoverable cost); *L* (recoverable to loans obligated prior to 10/91); and *R* (recoverable).

**28 Status.** The status of the line item Blank = active; if the item was canceled, the word canceled appears in this field.

- To view additional line items of obligation details, press [PF8].

- To view amendment details (Task 61) on file for the purchase order, press [PF11].

- To return to the Activity Menu, press [PF1].

- To logoff the inquiry program, press [Clear].

**Note:** To view the vendor's name and address for the purchase order number entered, press [PF9]. The PO67, Type 60 Obligation Details Address Screen (**Figure 7**), is displayed. This screen can only be accessed from the PO60, Type 60 Obligation Details Inquiry screen (**Figure 6**).

#### Type 60 Obligation Details Address

Access to the PO67, Type 60 Obligation Details Address screen (**Figure 7**), is obtained only when an inquiry is made on a Type 60 purchase order using Task ID 60, Obligation Details Inquiry, and utilizing [PF9] on PO60, Type 60 Obligation Details Inquiry screen (**Figure 6**).

This screen displays the Vendor's name and address associated with the purchase order number entered on screen PO60.

Following is a description of each field and data generated on the PO67 screen:

**1 P/O Number.** The purchase order number is generated from the PO60 screen.

**2 Vendor Name.** The seller's name and address shown in Block 10 on the purchase order is generated.

- To return to screen PO60 (**Figure 6**), press [Enter].

- To logoff the inquiry program, press [Clear].

PO60	FARMERS HOME ADMINISTRATION TYPE 60 OBLIGATION DETAILS ADDRESS	DATE: 12/07/93 TIME: 07:55 AM
P/O NUMBER: <span style="border: 1px solid black; padding: 0 5px;">1</span>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> VENDOR NAME: <span style="border: 1px solid black; padding: 0 5px;">2</span>  ADDRESS LINE 1:  ADDRESS LINE 2:  CITY: </div> <div style="width: 45%;"> STATE:    ZIP CODE: </div> </div>		
ADDRESS FOUND		
CLEAR = EXIT, ENTER = RETURN TO P060		

**Figure 7. Type 60 Obligation Details Address Screen**

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#### Amendment Detail Inquiry

Amendment Detail Inquiry is Task ID 61 on the Activity Menu. This task is used to view amendment data for a specific purchase order.

To select this task, key in **61** at the Enter Desired Task ID prompt on the Activity Menu (**Figure 5**) and press [Enter]. The PO61, Type 60 Amendment Detail Inquiry screen (**Figure 8**) is displayed.

Respond to the prompt.

**1 P.O. Number.** Key in the purchase order number beginning with **60** and press [Enter]. The amendment(s) for the selected purchase order is displayed.

Following is a brief description of each field and the data generated on the PO61 amendment detail inquiry screen:

**2 Status.** The status of the original AD-838 purchase order and each amendment to the AD-838.

**3 P.O. Number.** The original AD-838 purchase order number and each amendment to the purchase order.

**4 Mail Code.** The mail code that identifies the state and county associated with the GSA requisitioner number.

**5 FS.** The code that indicates if there was or was not a contract number on the AD-838 purchase order (**1** = contract; **0** = no contract).

**6 Date Ord.** The date of the original AD-838 purchase order and each amendment to the AD-838.

**7 SF281.** The code that indicates method of procurement and type of business (Block 5 on the AD-838).

**8 Fund Code.** The fund code **TH** for FmHA.

**9 Sub No.** The 2-digit number identifying each amendment to the AD-838 purchase order shown in Block 9.

**10 Acct Stat.** The accounting station code for FmHA.

**11 AG.** The agency code for FmHA.

**12 Batch and Sequence No.** The tracking number assigned by the OFM/NFC mainframe after the purchase order data was transmitted and received at OFM/NFC.

**13 Discounts.**

**Original.** The original net or discount terms shown in Block 22 on the original AD-838 purchase order.

**Current.** The current net or discount terms shown in Block 22 on each amendment to the original AD-838 purchase order.

**14 Obligated Amount.** The original dollar amount obligated in Block 27 on the AD-838 purchase order.

- To view additional amendment details for the purchase order, press [PF8].
- To view obligation details (screen PO60) on file for the order, press [PF9].
- To return to the Activity Menu, press [PF1].
- To logoff the inquiry program, press [Clear].

PO61		FARMERS HOME ADMINISTRATION										DATE: 07/21/93	
		TYPE 60 AMENDMENT DETAIL INQUIRY										TIME: 07:56 AM	
		P/O NUMBER: <b>1</b>											
STATUS	P.O. NUMBER	MAIL CODE	F S	DATE ORD.	SF 281	FUND CODE	SUB NO.	ACCT STAT	AG	BATCH AND SEQUENCE NO.			
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>			
		NET PCT - - - - DISCOUNTS - - - - OBLIGATED PCT DAYS PCT DAYS PCT DAYS AMOUNT <b>14</b>											
ORIGINAL CURRENT <b>13</b>													
CLEAR = EXIT				PF1 = PRCH MENU				PF8 = NEXT PAGE					
ENTER = INQUIRE				PF9 = OBLIGATION DETAILS									

Figure 8. Type 60 Amendment Detail Inquiry Screen

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#### Paid Invoice Inquiry

Paid Invoice Inquiry is Task ID 62 on the Activity Menu. This task is used to query paid data from Form FmHA 838-B, Invoice-Receipt Certification, related to a specific purchase order.

To select this task, key in **62** at the *Enter Desired Task ID* prompt on the Activity menu (**Figure 5**) and press [Enter]. The PO62, Type 60 PO's – Paid Invoices screen (**Figure 9**), is displayed.

Respond to the prompt.

**1 PO Number.** Key in the type 60 purchase order number (Block 1 on the 838-B) and press [Enter]. Paid data such as the invoice number, date, receiving office, date received, etc. for the purchase order is displayed.

**Note:** A 2-digit numeric code greater than 00 in the Mod Number field indicates a modification to a type 60 invoice.

Following is a brief description of each field and the data generated on the PO62 amendment detail inquiry screen.

**2 Ref No.** The position of the invoice(s) on file and the order in which the invoice was paid.

**3 Schedule No.** The OFM/NFC paid schedule number. Identifies when payment was made.

**4 Receiving Office.** The 4-position number of the office receiving the goods. (This number matches the GSA Fedstrip Requisitioner Number).

**5 Invoice Number.** The seller's invoice number.

**6 Invoice Date.** The date on the invoice itself.

**7 Batch And Sequence.** The number assigned by the OFM/NFC mainframe when the purchase order was transmitted and received at OFM/NFC.

**8 Date Received.** The date the batch was received at OFM/NFC.

**9 Servicing Office Code.** The 5-digit code that identifies the state and county.

**10 Date Entered.** The date the invoice was entered.

**11 Agency Received Invoice.** The date the agency received the seller's invoice (Block 5 on the 838-B).

**12 Services Received.** The date the services were received (Block 4 on the 838-B).

**13 Release Code.** The action code for payment disposition on the invoices in suspense. Release codes and descriptions are as follows: *HFO* = Hold for Obligation; *CAN* = Canceled; *PRO* = Procurement Authority; *RET* = Returned.

**14 Operator Code.** The code of the OFM/NFC technician working the suspended document.

**15 Invoiced Amount.** The dollar amount of the invoice.

**16 Discount Taken.** The amount allowed if there was discount terms.

**17 Interest Paid.** The amount of interest paid for a late payment.

**18 Total Paid.** The total dollar amount paid.

**19 Date Paid.** The date information was sent to Treasury to issue a check.

```

PO62                ** TYPE 60 PO'S - PAID INVOICES **                DATE: 12/07/93
                                                                    TIME: 07:57 AM

PO NUMBER 1
RECEIVING OFFICE: 4
INVOICE DATE: 6
DATE RECEIVED: 8
DATE ENTERED: 10
SERVICES RECEIVED: 12
RELEASE CODE: 13
OPERATOR CODE: 14

INVOICED AMOUNT: 15
DISCOUNT TAKEN: 16
INTEREST PAID: 17
TOTAL PAID: 18
DATE PAID: 19
CHECK DATE: 20
MOD-NUMBER: 21
REPORT TYPE: 22          AGENCY: 23

REF NO: 2
INVOICE NUMBER: 5
SCHEDULE NO: 3
BATCH AND SEQUENCE: 7
SERVICING OFFICE CODE: 9
AGENCY RECEIVED INVOICE: 11

== VENDOR INFO ==
                                24

DISCOUNT TERMS: 25          DAYS
                                DAYS
                                DAYS

NET 26 DAYS

CLEAR = EXIT      PF1 = MENU      PF7 = PREV INVOICE      PF8 = NEXT INVOICE
PF6 = INVOICE-SUMMARY      PF9 = PAID DETAILS      ENTER = INQUIRE
  
```

**Figure 9. Type 60 PO's – Paid Invoices**

**20 Check Date.** The date the check was issued.

**21 Mod Number.** The number of the last modification processed.

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**[22] Report Type.** The code *RET* which indicates a check was returned from the seller or *SWI* which indicates the purchase order number was changed. (For use by OFM/NFC and Finance Office only.)

**[23] Agency.** The code *FmHA* which indicates that FmHA returned a check or *USDA* which indicates that OFM/NFC returned a check.

**[24] Vendor Info.** The name and address of the seller to whom payment was made.

**[25] Discount Terms.** The terms of the discount, if any.

**[26] Net.** When 30 days net.

- To view subsequent invoices within the order, press [PF8].

- To view a summary of paid invoice activity for the purchase order, press [PF6]. The PO64, FmHA Activity Paid Invoice Summary screen (**Figure 11**) is displayed.

- To view details relating to the paid invoice activity for the purchase order, press [PF6]. The PO63, Type 60 PO's – Paid Invoice Details screen (**Figure 10**) is displayed.

- To return to the Activity Menu (**Figure 5**), press [PF1].

- To logoff the inquiry program, press [Clear].

#### Type 60 PO's – Paid Invoices Details

Access to the PO63, Type 60 PO's – Paid Invoices Details screen (**Figure 10**) is obtained only by utilizing [PF9] on PO62, Type 60 PO's – Paid Invoices Details screen (**Figure 9**).

The PO63 screen provides detailed data for the paid invoice such as line item, detail, state, and county, quantity, borrower amount, etc.

Following is a brief description of each field and the data generated on the PO63 screen:

**[1] PO Number.** The purchase order number generated from the PO62 screen (Block 1 on the 838-B).

**[2] MFH Project No.** The multi-family housing code, if applicable (Block 8 on the 838-B).

**[3] Invoice-No.** The seller's invoice number (Block 6 on the 838-B).

**[4] Mod.** The number of the most recent modification (Block 2 on the 838-B).

**[5] Line.** The line number in Block 12 on the AD-838 purchase order.

**[6] PAC.** The Program Authority Code which combines with the Action Code for controlling funds (Block 29 on the AD-838).

**[7] Tran.** The transaction code from the PAC file.

**[8] St.** The state code of the submitting office (Block 12 on the 838-B).

**[9] Cnty.** The county code of the submitting office (Block 13 on the 838-B).

PO63		** TYPE 60 PO'S - PAID INVOICES DETAILS **										DATE: 07/21/93 TIME: 07:57 AM	
PO NO: [1]													
MFH PROJECT NO: [2]		INVOICE NO: [3]											
MOD	LINE	PAC	TRAN	ST	CNTY	BORROWER	ACCT CLASS	INTEREST	LOAN	AMORT			
[4]	[5]	[6]	[7]	[8]	[9]	QUANTITY	[11]	AMOUNT	[12]	[13]	[14]	[15]	
						[10]						[16]	
<p>CLEAR = EXIT                      PF1 = MENU                      PF7 = SCROLL BACKWARD</p> <p>PF8 = SCROLL FORWARD                      PF9 = INVOICE SCREEN</p>													

**Figure 10. Type 60 PO's – Paid Invoices Details Screen**



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**10 Quantity.** The number of items ordered (Block 17 on the 838-B).

**11 Borrower.** The borrower identification number (Block 14 on the 838-B).

**12 Amount.** The amount(s) paid to the seller (Block 18 on the 838-B).

**13 Acct Class.** The accounting to which funds were charged. Includes the appropriation code, fiscal year, allottee, major class, object class, program planning and budgetary code, obligation and expenditure code.

**14 Interest.** The amount of interest paid for a late payment.

**15 Loan.** The 3-position loan number from Block 15 on the 838-B.

**16 Amort.** The 3-position number from Item 16 on the 838-B if the transaction code equals 1L.

- To view the second screen of paid invoice details for the purchase order, press [PF8].
- To return to the first screen of paid invoice details, press [PF7].
- To return to screen PO62 (**Figure 9**), press [PF9].
- To return to the Activity Menu (**Figure 5**), press [PF1].
- To logoff the inquiry program, press [Clear].

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### Paid Invoice Summary

Paid Invoice Summary is Task ID 64 on the Activity Menu.

To select this task, key in 64 at the Enter Desired Task ID prompt on the Activity Menu (**Figure 5**) and press [Enter]. The PO64, FmHA Activity Paid Invoice Summary screen (**Figure 11**), is displayed.

Respond to the prompt.

**1 PO Number.** Key in the purchase order number beginning with **60** and press [Enter]. A summary of all paid invoices for that purchase order is displayed.

**2 Sel.** Key in **S** (select) in the Sel column next to the invoice number and press [PF9]. The PO62, Type 60 PO's – Paid Invoices screen displays the selected invoice data.

Following is a description of each field and the data generated on the PO64 screen:

**3 Invoice Number.** The number on the seller's invoice (Block 6 on the 838-B).

**4 Ref Number.** The position of the invoice on file and the order in which the invoice was paid.

**5 Batch–Seq.** The number assigned by the OFM/NFC mainframe when the purchase order data was transmitted and received at OFM/NFC.

**6 Vendor Name.** The name of the seller.

**7 Invoice Amount.** The dollar amount of the seller's invoice.

**8 Sched No.** The OFM/NFC schedule number that identifies when payment was made.

**9 Paid Amt.** The amount paid on that schedule.

**10 Total.** The total number of invoices paid for the purchase order.

**11 Total Amt Invoiced.** The total dollar amount for all invoices received.

**12 Total Amt Paid.** The total dollar amount paid on all invoices received.

- To view the second screen of the invoice summary, press [PF8].

- To return to the Activity Menu (**Figure 5**), press [PF1].

- To logoff the inquiry program, press the [Clear] key.

PO64		**		FMHA ACTIVITY PAID INVOICE SUMMARY		**		DATE: 12/07/93	
								TIME: 07:55 AM	
PO NUMBER <b>1</b>									
SEL <b>2</b>	INVOICE NUMBER <b>3</b>	BATCH SEQ <b>5</b>	VENDOR NAME <b>6</b>		SCHD NO <b>8</b>				
	REF NUMBER <b>4</b>		INVOICE AMT <b>7</b>		PAID AMT <b>9</b>				
-----									
TOTAL: <b>10</b>		TOTAL AMT INVOICED: <b>11</b>				TOTAL AMT PAID: <b>12</b>			
*****RESPONSES*****									
CLEAR = EXIT    PF1 = MENU    PF8 = NEXT PAGE    PF9 = DETAILS    ENTER = PROCESS									

**Figure 11. FmHA Activity Paid Invoice Summary Screen**

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### Requisition Mail Codes

Requisition Mail Codes is Task ID 65 on the Activity Menu. This task is used to view the address for a specific GSA requisition number.

To select this task, key in **65** at the *Enter Desired Task ID* prompt on the Activity Menu (**Figure 5**) and press [Enter]. The PO65, Requisition – Mail Code File screen (**Figure 12**), is displayed.

Respond to the prompt.

**1 Action Code.** Leave this field blank for query capability.

**Note:** Query capability is available to all users. Adding, updating, and deleting capabilities are available only to the Finance and Washington offices.

**2 GSA Reqn No.** Key in the 4-position alphanumeric GSA requisition number and press [Enter].

The address applicable to the GSA requisition number entered is displayed. If the number is not on file, the message *Record Not Found – Try Again* is displayed.

Following is a brief description of each field and the data generated on the PO65 screen:

**3 Mail Code.** The 5-digit mail code applicable to the GSA requisitioner number entered.

**4 Address–1,2, and 3.** The address applicable to the GSA Fedstrip REquisitioner number entered.

**5 City.** The name of the city.

**6 State.** The name of the state.

**7 ZIP Code.** The 5- to 9-digit ZIP Code.

**Note:** If the address indicated on this file is incorrect for your office, contact the FmHA Finance Office, Quality Control Section for correction.

- To return to the Activity Menu, press [PF1].
- To logoff the inquiry program, press [Clear].

PO65	REQUISITION - MAIL CODE FILE	DATE: 12/07/93 TIME: 07:58 AM								
ACTION CODE: <b>1</b> (BLANK=INQUIRY, A=ADD, U=UPDATE, D=DELETE)										
GSA REQN NO	<b>2</b>									
MAIL CODE	<b>3</b>									
ADDRESS-1	<b>4</b>									
ADDRESS-2										
ADDRESS-3										
CITY	<b>5</b>									
STATE	<b>6</b>									
ZIP CODE	<b>7</b>									
<table style="width: 100%;"><tr><td>ENTER = INQUIRE</td><td>PF1 = PRCH MENU</td><td>PF3 = UPDATE</td><td>PF12 = REINITIALIZE</td></tr><tr><td>CLEAR = EXIT</td><td>PF2 = ADD</td><td>PF4 = DELETE</td><td></td></tr></table>			ENTER = INQUIRE	PF1 = PRCH MENU	PF3 = UPDATE	PF12 = REINITIALIZE	CLEAR = EXIT	PF2 = ADD	PF4 = DELETE	
ENTER = INQUIRE	PF1 = PRCH MENU	PF3 = UPDATE	PF12 = REINITIALIZE							
CLEAR = EXIT	PF2 = ADD	PF4 = DELETE								

**Figure 12. Requisition – Mail Code File Screen**

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### Fund Control Inquiry

Fund Control Inquiry is Task ID 66 on the Activity Menu. This task provides detailed data of the distribution control record (allocation of funds, disbursement of funds, balance of funds, etc.).

To select this task, key in **66** at the Enter Desired Task ID prompt on the Activity Menu (**Figure 5**) and press [Enter]. The PO66, Fund Control Inquiry screen (**Figure 13**) is displayed.

Respond to the prompt.

- 1 Fund Key.** Key in the 2-position state code.
- 2 Fiscal Year.** Key in the 2-position fiscal year.
- 3 Appropriation.** Key in the 2-position appropriation code. Press [Enter]. (A list of valid codes is displayed on the screen.)

**Note:** Query capability is available to all users. Update capability is available only to the Finance and Washington offices.

Following is a brief description of each field and the data generated for the state, Fiscal Year, and appropriation entered on the PO66 screen:

**4 Allotment/Allocation.** The amount allocated by the FmHA National Office.

**5 Contract Amt.** The amount of funds that have been obligated.

**6 Disbursement Amt.** The amount disbursed or paid.

**7 Unobligated Amt.** The amount not yet obligated (allocation less contract amount less penalty interest paid).

**8 Penalty Interest Paid.** The amount of interest paid for a late payment. (This only applies to ACT codes of A.)

**9 Tot Allocated–Nationwide.** The total funds allocated across the nation for this fiscal year and appropriation (displayed on national record).

**10 Override Code.** If 7 is not displayed, indicates that more then the allocated funds may be obligated.

- To update the control record(s), press [PF3].
- To return to the Activity Menu, press [PF1].
- To logoff the inquiry program, press [Clear].

PO66	FARMERS HOME ADMINISTRATION FUND CONTROL INQUIRY			DATE: 12/07/93 TIME: 07:55 AM
FUND KEY: <b>1</b>	STATE CODE	FISCAL YEAR <b>2</b>	APPROPRIATION <b>3</b>	
ALLOTMENT/ALLOCATION: <b>4</b>				
CONTRACT AMT: <b>5</b>				
DISBURSEMENT AMT: <b>6</b>				
UNOBLIGATED AMT: <b>7</b>				
PENALTY INTEREST PAID: <b>8</b>				
TOT ALLOCATED–NATIONWIDE: <b>9</b>				
OVERRIDE CODE: <b>10</b>				
APPROPRIATION: 23 IF ACT CODE A, PAC E,F;      24 IF ACT CODE A, PAC M,S 25 IF ACT CODE A, PAC B,C,W;      26 IF ACT CODE A, PAC R 13 IF ACT CODE L, PAC E,F;      14 IF ACT CODE L, PAC M,S 15 IF ACT CODE L, PAC B,C,W;      40 IF ACT CODE L, PAC R 53 IF ACT CODE R, PAC E,F;      54 IF ACT CODE R, PAC M,S 55 IF ACT CODE R, PAC B,C,W;      50 IF ACT CODE R, PAC R				
PF1 - MENU		PF3 - UPDATE	ENTER - INQUIRY	CLEAR - EXIT

**Figure 13. Fund Control Inquiry Screen**

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### Mail Code, Cnty, Dist Codes

Mail Code, Cnty, Dist Codes is Task ID 68 on the Activity Menu. This task is used to query county/district codes associated with the mail code for a specific GSA requisitioner number.

To select this task, key in **68** at the Enter Desired Task ID prompt on the Activity Menu (**Figure 5**) and press [Enter]. The PO68, Mail Code, County/District Codes Update screen (**Figure 14**) is displayed.

Respond to the prompt.

**1 Action Code.** Leave this field blank for query capability.

**2 Mail code.** Key in the 5-digit mail code and press [Enter].

**Note:** Query capability is available to all users. Adding, updating, and deleting capabilities are available only to the Finance and Washington offices.

Following is a brief description of each field and the data generated on the PO68 screen:

**3 County/District Codes.** The county or district codes associated with the mail code entered is displayed.

**Note:** If the information on this screen is incorrect, contact the FmHA Finance Office, Quality Control Section for correction.

- To return to the Activity Menu, press [PF1].

- To logoff the inquiry program, press [Clear].

PO68	MAIL CODE, COUNTY/DISTRICT CODES UPDATE	DATE: 7/21/93 TIME: 07:58 AM								
ACTION CODE: <b>1</b> (BLANK=INQUIRE, A=ADD, D=DELETE, MAIL CODE) (UPDATE=UPDATE COUNTY/DISTRICT CODES ONLY)										
MAIL CODE: <b>2</b>										
COUNTY/DISTRICT CODES: <b>3</b>										
<table style="width: 100%; border: none;"><tr><td style="width: 25%;">ENTER = INQUIRE</td><td style="width: 25%;">PF1 = PRCH MENU</td><td style="width: 25%;">PF2 = ADD/DISTRICT</td><td style="width: 25%;">PF3 = ADD/COUNTY</td></tr><tr><td>CLEAR = EXIT</td><td>PF4 = DELETE</td><td>PF11 = UPDATE CNTY/DIST</td><td>PF 12 = INITIALIZE</td></tr></table>			ENTER = INQUIRE	PF1 = PRCH MENU	PF2 = ADD/DISTRICT	PF3 = ADD/COUNTY	CLEAR = EXIT	PF4 = DELETE	PF11 = UPDATE CNTY/DIST	PF 12 = INITIALIZE
ENTER = INQUIRE	PF1 = PRCH MENU	PF2 = ADD/DISTRICT	PF3 = ADD/COUNTY							
CLEAR = EXIT	PF4 = DELETE	PF11 = UPDATE CNTY/DIST	PF 12 = INITIALIZE							

**Figure 14. Mail Code, County/District Codes Update Screen**

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#### Modification Inquiry

Modification Inquiry is Task 72 on the Activity Menu. This task is used to query modification details for a specific purchase order obligation.

To select this task, key in **72** at the Enter Desired Task ID prompt on the Activity Menu (**Figure 5**) and press [Enter]. The PO72, Type 60's – Modification Details screen (**Figure 15**) is displayed.

Respond to the prompt:

**1 PO No.** Key in the purchase order number beginning with 60 and press [Enter]. The modification details for that purchase order is displayed.

**Note:** You can key in a specific invoice number and/or modification number. If these fields are left blank, the first invoice and/or modification number that matches the purchase order number is displayed.

Following is a brief description of each field generated on the PO72 screen:

**2 Inv No.** The seller's invoice number (Block 6 on the 838-B).

**3 Mod No.** The number of the modification (Block 2 on the 838-B).

**4 Serv Date.** The date services were received (Block 4 on the 838-B).

**5 Inv Date.** The date on the seller's invoice.

**6 Operator.** The code of the OFM/NFC technician working the suspended document.

**7 Batch.** The tracking number assigned by the OFM/NFC mainframe after the modification to the original purchase order is transmitted and received at OFM/NFC.

**8 Mod Date.** The date of the modification, if any.

**9 Code.** The modification code that indicates the original line and the modified line alpha (*O* = original; *M* = modified line).

**10 Line.** The line number shown in Block 12 on the 838-B.

**11 PAC.** The Program Authority Code that combines with the action code for controlling funds (Block 29 on the AD-838).

**12 Tran.** The transaction code based on the PAC Code.

**13 State.** The state code of the submitting office (Block on the 838-B).

**14 County.** The county code of the submitting office (Block on the 838-B).

**15 Borrower/Property.** The borrower or property identification number, if applicable (Block 14 on the 838-B).

**16 Acct Class.** The accounting to which funds are charged.

**17 Loan.** The 3-position number from Block 15 on the 838-B.

PO72		** TYPE 60'S - MODIFICATION DETAILS **		DATE: 12/17/93 TIME: 01:54 PM				
PO NO: <b>1</b>	INV NO: <b>2</b>	MOD NO: <b>3</b>						
SERV DATE: <b>4</b>	INV DATE: <b>5</b>	OPERATOR: <b>6</b>						
BATCH: <b>7</b>	MOD DATE: <b>8</b>							
CODE/ LINE	PAC/ TRAN	STATE/ COUNTY	BORROWER/ PROPERTY	ACCT CLASS	LOAN/ AMORT	QTY	AMOUNT	INT
<b>9</b>	<b>11</b>	<b>13</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>10</b>	<b>12</b>	<b>14</b>			<b>18</b>			
*****RESPONSES*****								
CLEAR = EXIT PF1 = MENU PF7 = PREV PAGE PF8 = NEXT PAGE ENTER = INQUIRE								

**Figure 15. FmHA Activity Paid Invoice Summary Screen**

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**18** Amort. The 3-position number from Block 16 on the 838-B if the transaction code equals 1L.

**19** Qty. The number of items ordered (Block 17 on the 838-B).

**20** Amount. The dollar amount for each line item (Block 20 on the 838-B).

**21** Int. The amount of interest paid for a late payment.

- To view additional modification details, press [PF8]. Press [PF7] to return to the previous detail screen.
- To return to the Activity Menu screen, press [PF1].
- To logoff the inquiry program, press [Clear].

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